

ADMINISTRATIVE - INTERNAL USE ONLY

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 26-74

20 August 1974

To: All Training Officers of the Agency

## EMPLOYEE DEVELOPMENT COURSE for Office Workers

Recognizing the need for office workers to enhance their job performance in the areas of interpersonal relationships and office management, the Office of Training announces its first running of the Employee Development Course for Office Workers.

This course is intended for secretaries, administrative assistants, training assistants, typists, and other similar employees (GS 05-07).

### OBJECTIVES

Each participant should be able to:

1. better manage his office work; i.e., plan, do and follow through on his office work;
2. improve his on-the-job communications by recognizing patterns of communication used by his supervisor and his co-workers and by developing and applying solutions to improve communications with each group;
3. establish positive work relationships with his supervisor and co-workers by being aware of and dealing with negative and positive feedback;
4. understand what is meant by EEO, the Agency's record in EEO, and opportunities available for women and minorities in the Agency.

### ELIGIBILITY

Applicants must have worked for the Agency at least four years and be in Grade GS-07. (Since the first two runnings of

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the course are experimental, they will be limited to employees in Grade 7.)

DATE, TIME, LOCATION

17-20 September 1974, in the Chamber of Commerce Building, Room 236, from 0900 - 1700, 3 days, full time.

REGISTRATION

Form 73, "Request for Internal Training," must be submitted to OTR/SRS/RG, Room 1036 Chamber of Commerce Building, by 10 September 1974.

FURTHER INFORMATION

STATINTL

For information on registration, call OTR/SRS/R

STATINTL

For information on course content, call extension